



**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF JULY 18, 2012 MEETING**

7:30 p.m.
Room 121, Town Hall

NEXT COMMITTEE MEETING: Wednesday, August 1, 2012
 Acton Town Hall, Rm 121, 7:30 p.m.

Present: Holly Ben-Joseph (Chair), David Honn, Kim Montella(Planning Board Liaison), David Clough (BoS liaison)

The meeting started at 7:35pm

May 2nd, 2012 meeting notes were reviewed and approved with minor changes. KM will submit them to the town clerk for posting.

Discussed elements that could be included in a list for of items to bring to a site review meeting before the DRB. This list would be available on the DRB website and perhaps could be handed out at town offices that have interactions with project proponents.

We all agreed that a meeting in the initial design or pre-schematic design stage is a way to start a smooth review process. The proponent could bring loose concept drawings, site photos, existing conditions map. A second meeting at the schematic phase, the proponent could bring background information, and either a hand drawn or schematic computer drawings of the site plan and elevations.

A final meeting could take place when drawings are at 50% construction documents. At this meeting the proponent could bring a full set of working drawings for review.

The essential point we all made is that the meetings take place early in the design and approvals process.

We also discussed how to coordinate our reviews better with the ACHC (Acton Community Housing Corporation). It might be necessary for DRB members to attend ACHC review meetings to review projects at earlier stages.

New business in town which the DRB may be able to provide review for are, how can we initiate involvement?:

- Idylwilde farms - they are going before the BoS for a liquor license, does that mean a new eating area?
- WAVE project is expanding, may need to review

- The Morrison Farm project is starting up again which is the farm on Concord road that includes community gardens, and proposed fields. The Town is looking to start up a committee for the next stage. Bill Mullin may be involved. (the person who orchestrated the new turf fields at the HS and also Leary field in the past).

Meeting Adjourned at : 8:50

Respectfully Submitted by:

Holly Ben-Joseph